

## **POLICY: OUTCOME ATTAINMENT**

**POLICY STATEMENT:** It is the policy of the Bureau of Developmental Disabilities Services (BDDS) that a Provider designated in an Individual's Individualized Support Plan (ISP) as responsible for helping the Individual progress towards and obtain the outcomes and strategies specified in the ISP shall create and implement corresponding individualized habilitation plans.

### **DETAILED POLICY STATEMENT**

#### **Coordination of outcome attainment**

1. A Provider designated in an Individual's ISP as responsible for helping the Individual progress towards and obtain the outcomes and strategies specified in the ISP shall create and implement corresponding individualized habilitation plans.
2. Habilitation plans shall:
  - a. be formally described in writing;
  - b. identify persons responsible for implementation; and
  - c. be designed to enhance skill acquisition and increase independence.
3. The Provider identified in an Individual's ISP shall assess and document the appropriateness of an Individual's outcomes at least at minimum monthly.
4. All Providers responsible for helping the Individual attain outcomes shall:
  - a. coordinate and implement the Individual's habilitation plans; and
  - b. share documentation regarding the Individual's habilitation plans; as required by the Individual's ISP.

#### **Outcome Attainment required documentation**

1. The Provider identified in an Individual's ISP shall maintain personal information for each Individual served.
2. The Individual's information shall:
  - a. be kept chronologically; and
  - b. include the following information:
    - i. Measurement of the Individual's progress toward each training outcome identified in the Individual's ISP.
    - ii. Dates of outcome training provided to the Individual.
    - iii. A description of activities conducted on each date.

- iv. The signature of the person providing the service or support during each training session.
  - v. Additional documentation as required by the services being provided.
- 3. The Provider identified in an Individual's ISP shall forward a monthly report of the Individual's progress to the Individual's:
  - a. Case Manager if receiving services funded by Medicaid waiver; or
  - b. BDDS Service Coordinator, if receiving non-waiver funded services.
- 4. Personal information described in this policy shall be maintained by the Provider in a manner that allows for immediate presentation upon verbal or written request by DDRS, and OMPP.

## DEFINITIONS

"BDDS" means bureau of developmental disabilities services as created under IC 12-11-1.1-1.

"Service Coordinator" means a person providing service coordination services under IC 12-11-2.1.

"Case Manager" means a person employed to provide Case Management services by DDRS or the DDRS approved Case Management vendor.

"Individualized Support Plan" or "ISP" means a plan that establishes supports and strategies, based upon the Person centered planning process, intended to accomplish the Individual's long term and short term outcomes by accommodating the financial and human resources offered to the Individual through paid Provider services, volunteer services, or both, as designed and agreed upon by the Individualized Support Team.

## REFERENCES

IC 12-11-1.1  
IC 12-11-2.1  
IC 12-8-8-4  
IC 12-9-2-3

Approved by: Julia Holloway, DDRS Director